

**U. S. Coast Guard
Pay & Personnel Center
Direct Access II/Retired Global Pay
Self-Service**

Retiree/Annuitant/Former Spouse Change of Mailing Address

Introduction This document provides the procedure for entering a change of mailing address in Direct Access II/Retired Global Pay Self-Service.

Before you begin If you haven't used Self Service before, please review the initial log-on instructions available at <http://www.uscg.mil/ppc/ras/gp/> or in Issue 01/2010 of the *Retiree Newsletter* (<http://www.uscg.mil/ppc/retnews/2010/January10newsletter.pdf>).

Rules You will be able to update your mailing address. However, there are a few things to keep in mind:

- The changing of your mailing address only affects the mailing of paper pay slips, 1099Rs, paper checks, and the Retiree Newsletter. If you need to change your state of legal residence or state tax withholding, you will need to contact PPC (RAS).
- You will have to call PPC (RAS) for any address changes which involve a foreign address.
- Once you have finished updating your address, the system will notify you as to when this change takes effect.

☞ As a reminder, when moving from one state to another and updating your home mailing address, don't forget to change your state tax withholding. You must request a change for state tax as an address change does not automatically change or stop the state information that the tax is being paid to

Continued on next page

Retiree/Annuitant/Former Spouse Change of Mailing Address, Continued

Procedure

Log into DA II Self-Service at <https://ep.direct-access.us/psp/UCGP1PP/> and follow these steps to change your mailing address:

Step	Action												
1	<p>Select the “View/Change My Mailing Address” link from the home page menu.</p> <div><div><p>View My Payslip</p><p>This link will take you to a list of all available payslips to view and/or download.</p></div><div><p>View My 1099R</p><p>This link will take you to a list of all available 1099R tax documents to view and/or download.</p></div><div><p>View/Change My Mailing Address</p><p>This link will allow you to view and make changes to your mailing address.</p></div><div><p>View/Change My Phone Number(s)</p><p>This link will allow you to view, add, or update their phone number(s).</p></div><div><p>Change My Delivery Options</p><p>This link will allow you to change delivery options for communications.</p></div><div><p>Change My Password</p><p>This link will allow you to change your password and set your Forgot Password security question/answer.</p></div></div>												
2	<p>The currently recorded mailing address will display:</p> <p>Mailing Address</p> <p>Joseph Guardian</p> <table><tr><th colspan="4">Addresses</th></tr><tr><th>Status</th><th>Country</th><th>Address</th><th></th></tr><tr><td>Current</td><td>USA</td><td>123 ANY ST ANY CITY KS 66683-3591</td><td>Edit</td></tr></table> <p><small>* Changing mailing address will only impact delivery of RAS correspondence: payslips, pay checks, 1099-Rs, and Retiree Newsletter. In order to change residency for state tax purposes, please contact a PPC (RAS) technician for assistance.</small></p> <p><small>* For changes from a U.S. address to a foreign address, please contact a PPC (RAS) technician for assistance.</small></p> <p>Phone: 1-800-772-8724</p>	Addresses				Status	Country	Address		Current	USA	123 ANY ST ANY CITY KS 66683-3591	Edit
Addresses													
Status	Country	Address											
Current	USA	123 ANY ST ANY CITY KS 66683-3591	Edit										
3	<p>Click the Edit button to make changes -- Edit.</p> <p>Note: If you do not want to make a change at this time, click either the “Home” (to return to the menu) or the “Sign out” (to exit the system) link at the top-right of the page.</p> <div>HomeSign out</div>												

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Retiree/Annuitant/Former Spouse Change of Mailing Address, Continued


Procedure (continued)

Step	Action
4	<p>If you clicked the Edit button the Edit Mailing Address page will display:</p> <p>Edit Mailing Address</p> <p>Country: United States</p> <p>Address 1: 123 ANY ST 1</p> <p>Address 2:</p> <p>City: ANY CITY State Kansas Postal: 66683-3591</p> <p>Save Cancel</p> <p><small>* Once saved, your mailing address change will be effective for payment you receive on May 01, 2010. Pay slips or pay checks sent for this payment date will be delivered to the address you specify and save. This address change will also be effective for the delivery of your 2010 1099-R year-end tax forms.</small></p> <p>Overtyping or deleting the existing data to update the Address (line 1 and if applicable, line 2), City, State and Postal (Zip) code fields. (Click the drop-down arrow, to the right of the State field, to select a State from the list.)</p> <p>Edit Mailing Address</p> <p>Country: United States</p> <p>Address 1: Apt 12</p> <p>Address 2: 4916 Canyon Creek Blvd.</p> <p>City: Las Vegas State Nevada Postal: 89110-1234</p> <p>Save Cancel</p>
5	<p>Click the Save button to save your changes -- Save</p> <p>Changes will normally be effective the 1st day of the following month. The effective month is noted just below the Save button.</p> <p>Note: Click the Cancel button to discard the changes and exit the Edit Mailing Address page.</p>

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Retiree/Annuitant/Former Spouse Change of Mailing Address, Continued

Procedure (continued)

Step	Action
6	<p>If your changes do not result in an error, a Save Confirmation page will display. Use the “Return to Homepage” link to return to the Self-Service menu.</p> <p><u>Save Confirmation</u></p> <p> The Save was successful</p> <p><u>Return to Homepage</u></p> <p>If an error message displays, follow the instructions on the screen or exit the system and contact PPC (RAS) for assistance.</p>
